HOW-TO ORDER PATIENT LABS IN COPIA GUIDE

Web Site: https://orders.genetworx.com
Log into Copia using your unique username and password.
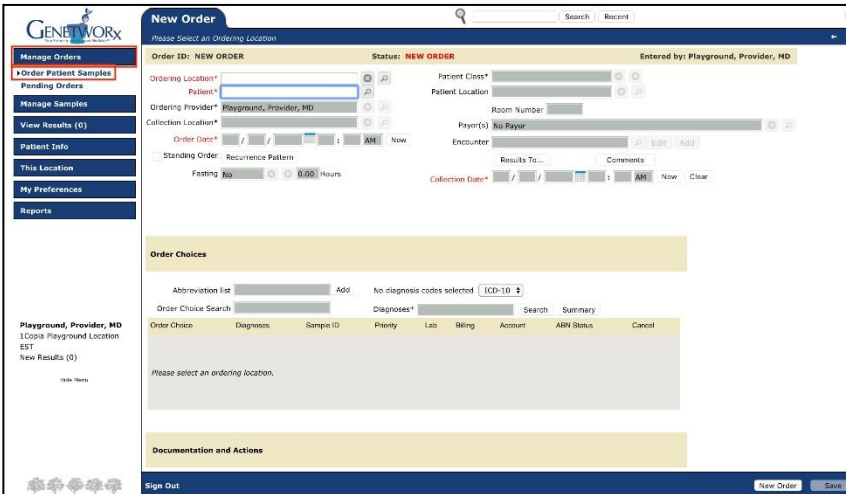
PART I // EXISTING & INITIAL PATIENT NEW ORDER

On the far-left hand toolbar
Click: Manage Samples
Click: Order Patient Samples
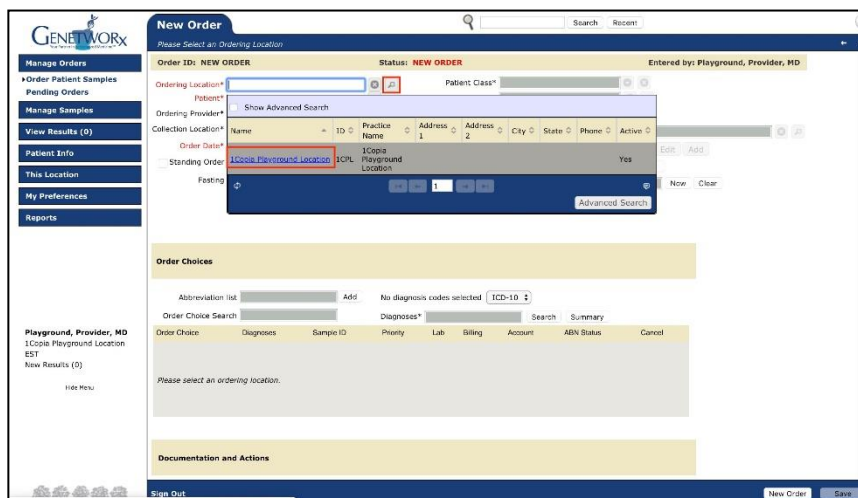
Click the looking glass and select your ordering location in the dropdown.

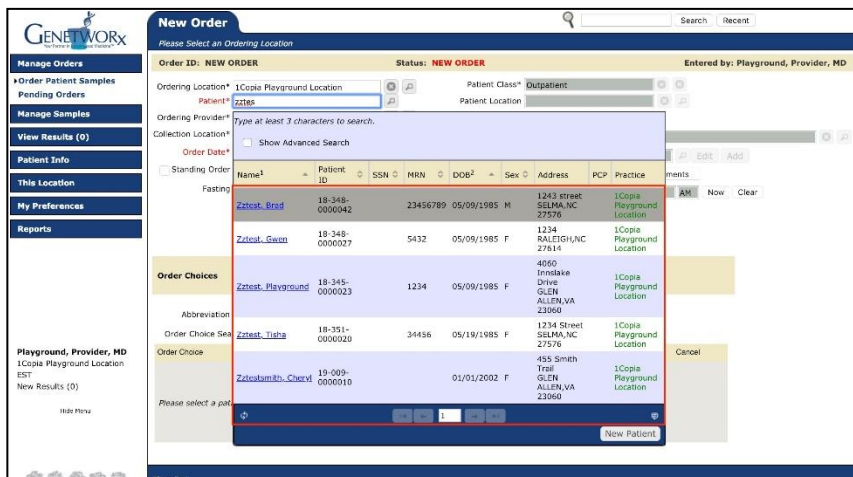This will auto populate the collection location to the same location as your ordering location.

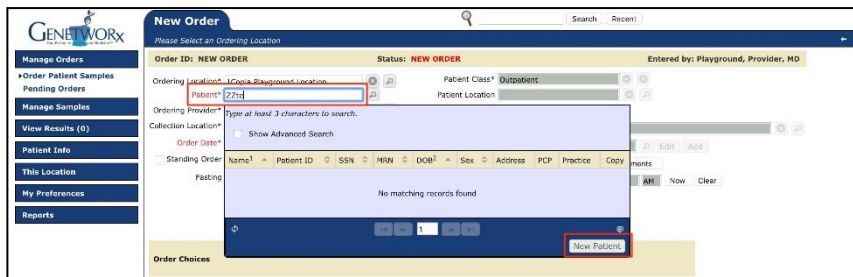Enter the patient name in the patient field (last name, first name).
• Upon typing the first three (3) characters of the last name the system will begin to look for a matching existing patient.
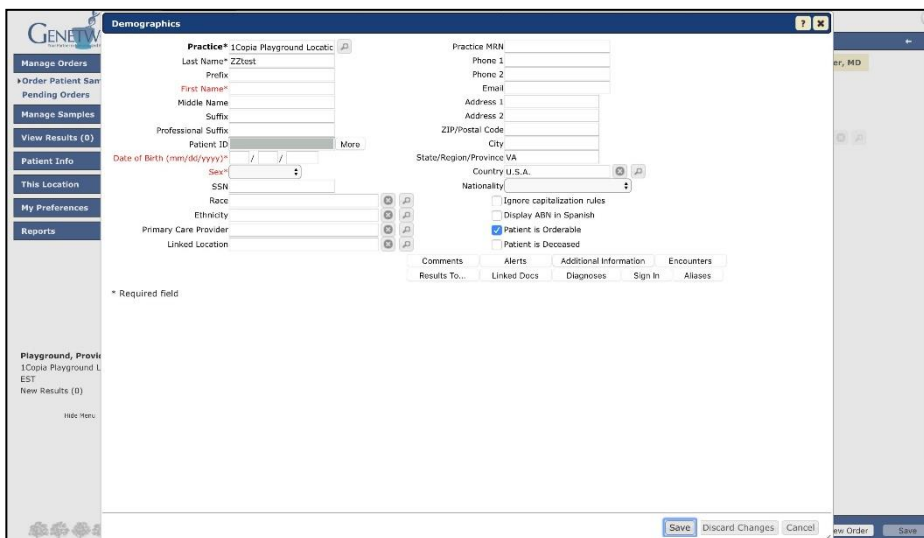
If the patient already exists in the system:
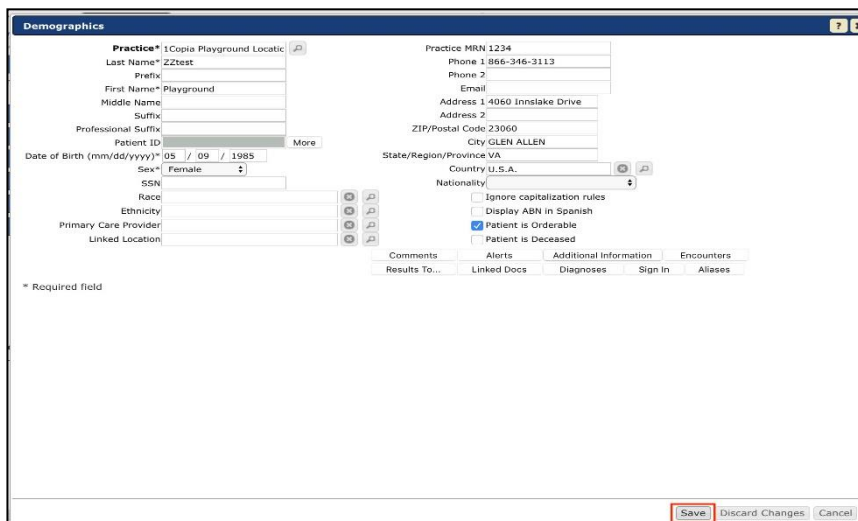Click on the patient's name and skip to Part II.

If the patient does not exist:
Click "New Patient"

The Demographics page will pop-up. All components in red are required.

Enter in the patient demographic information completely. Click "Save"

PART II // ENTERING ORDER CHOICES

Enter the Ordering Provider
Enter the Order Date by clicking the "now" button. Enter the collection date and time.
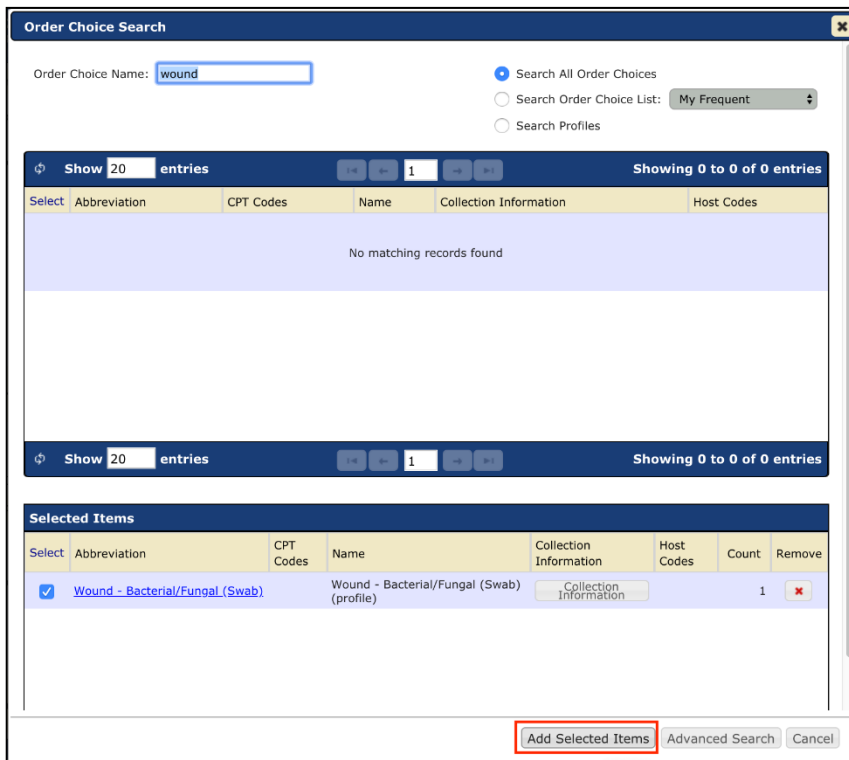Enter the fasting status, if fasting.

Under the Order Choices section
Enter in the order choice or custom profile name.

This will bring up the order choice catalog search screen.
Click on the correct order choice or profile.

Continue to search the catalog for all the order choices needed.
Selected order choices will appear in the "Selected Items" screen below the search.
You can remove any items by clicking the red X next to the order choice if needed.
Click "Add Selected Items" when all order choices are selected.
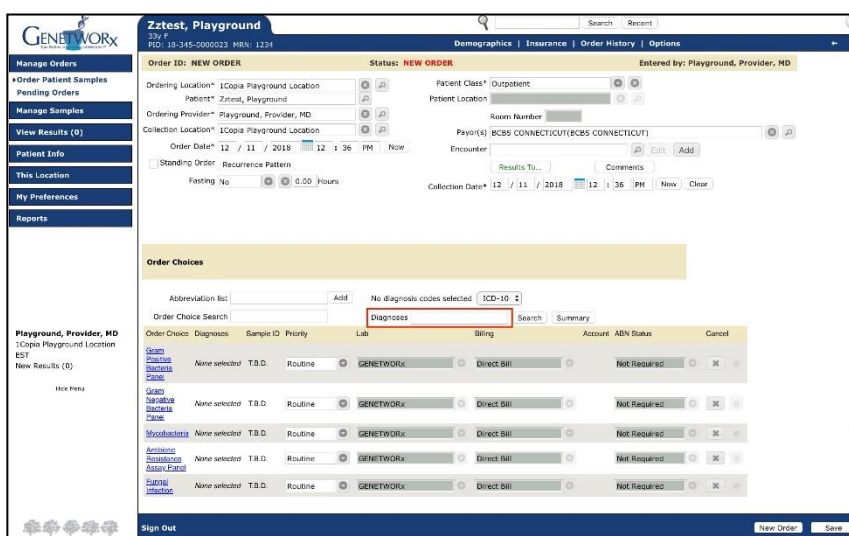
Enter in the Diagnosis codes.
• The system searches by code or by verbiage.

Similarly, to the order choice search screen
Click on the correct diagnosis code.

Continue to enter and select all diagnosis codes for the order.
Selected codes will appear on the bottom half of the screen.
You can remove any diagnosis codes by clicking the red X on the right of the code.
Click "Add Selected Items" upon completion.

Back on the order entry screen:

In the event the need to remove any order choices arises, simply click the X to the right of the test.
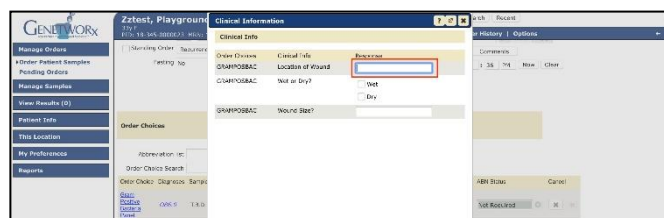
Review the order for accuracy.

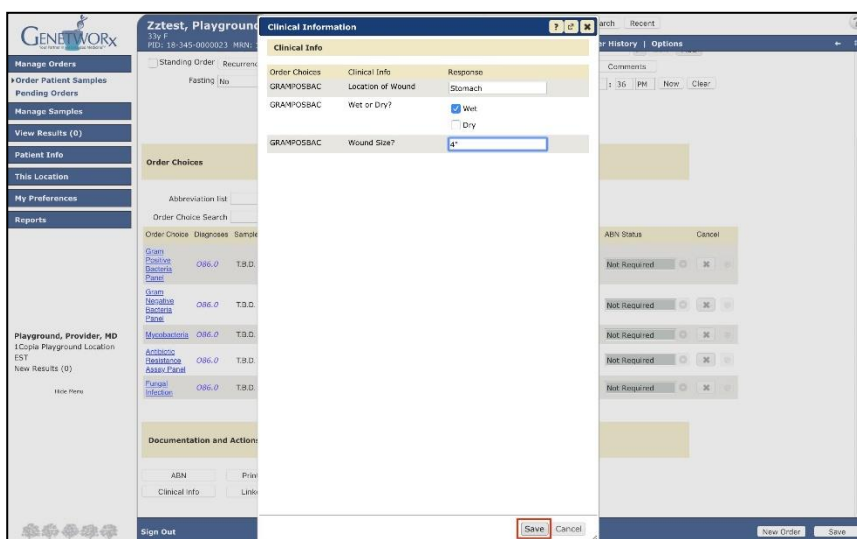Click "Save" when complete.

If clinical information is required on the order a pop-up will appear.
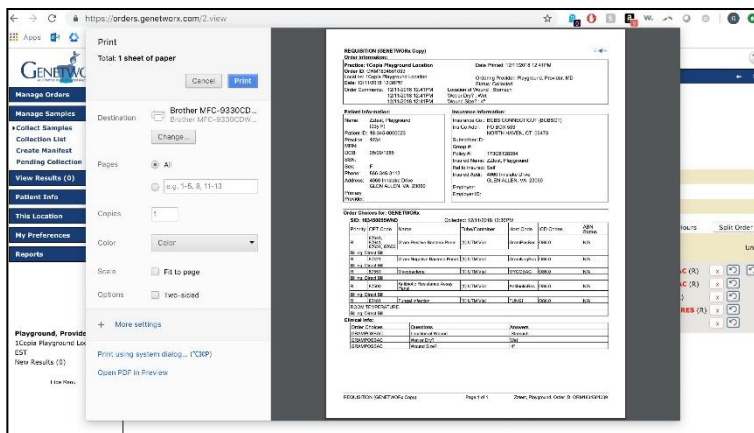
Enter any necessary information.
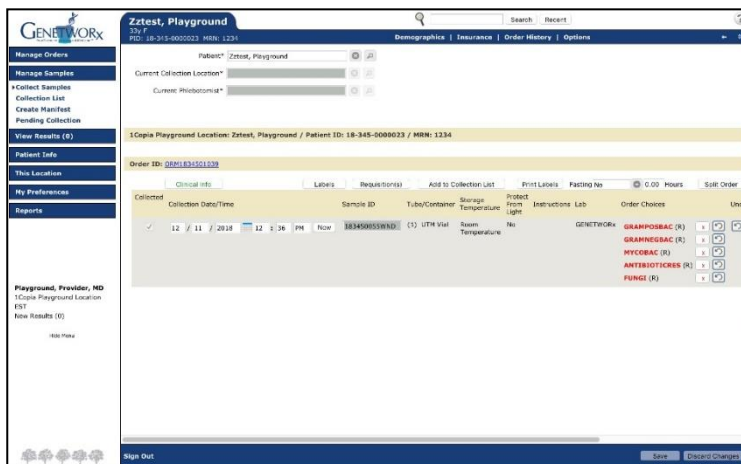

Click "Save".

The print requisition screen will appear.
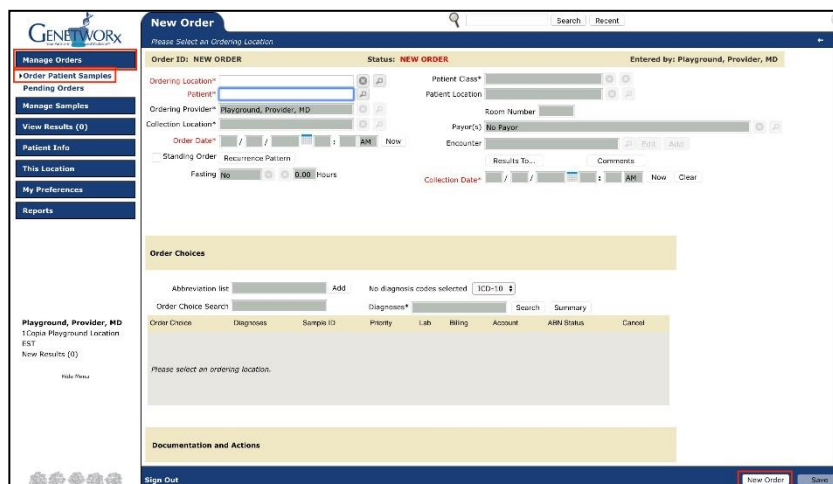Print the requisition and include with the samples upon shipment.

The order is now complete.

To enter in a new order: Click Manage Orders > Order Patient Samples
Click "New Order" to start a new patient